

Louisiana Behavior Analyst Board
8706 Jefferson Highway, Suite B, Baton Rouge, LA 70809

BOARD MEETING MINUTES: November 17, 2015
(Approved 12-15-15)

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Chair Cassie Bradford at 1:14 p.m., Tuesday, November 17, 2015 at 8706 Jefferson Highway, Suite B, Baton Rouge, Louisiana 70809. Present were Board Members, Cassie Bradford, Jennifer Longwell, Ph.D., Emily Bellaci, Ellen Brocato, Kathy Chovanec, Darla Burnett, Ph.D.,MP; and, Administrative Assistant, Rhonda Boe. Kelly Parker, Executive Director, participated intermittently via telephone.

A motion was made by Dr. Longwell to approve the agenda for the November 17, 2015 meeting. The motion passed by unanimous roll call vote as follows: Bradford-yay, Longwell-yay, Bellaci-yay, Brocato-yay, and Chovanec-yay.

The Board reviewed the minutes from the October 13, 2015 meeting. A motion was made by Ms. Brocato to accept the minutes. The motion passed by roll call vote as follows: Bradford-yay, Longwell-yay, Bellaci-yay, Brocato-yay, and Chovanec-nay.

The Board reviewed the minutes from the August 18, 2015 meeting. A motion was made by Dr. Longwell to accept the minutes, with corrections. The motion passed by roll call vote as follows: Bradford-yay, Longwell-yay, Bellaci-yay, Brocato-yay, and Chovanec-nay.

The minutes from the July 21, 2015 were tabled until the next board meeting.

Pursuant to LSA R.S.42:6.1(4), Ms. Bradford moved to enter Executive Session to review legal matters and discuss applicant files. The motion passed unanimously by roll call vote as follows: Bradford-yay, Longwell-yay, Bellaci-yay, Brocato-yay, and Chovanec-yay.

Ms. Bradford closed Executive Session and reported the following:

Credentials Review Committee: The Board reviewed the complete Behavior Analyst application file of Hilary Gibson. The Board agreed that the file met licensure requirements.

The Board reviewed the following files and their answers to **Part IV of the application:** Sarah B. Ordoyne, Lindsey Brown, Lanee Joseph, Brandie Love, Constance Lizotte, and DeAnna Smithson. The Board discussed the files and opined that these individuals provided satisfactory information for registration.

The Board reviewed the LBA Renewals list as of November 17, 2015 and found all to be in compliance.

Complaints Committee: Dr. Longwell reported that one new complaint file had been opened.

The Board discussed registration with the National Practitioner's Databank. Ms. Chovanec's research showed the Board qualifies as an entity that should be reporting disciplinary actions and what sanctions were taken. It was suggested that an attorney be consulted as to how/what to report.

Dr. Longwell was in contact with the BACB and advised we should notify them of any disciplinary actions. Ms. Bellaci made a motion to task Ms. Boe with reporting any past and/or future disciplinary actions to the BACB. The motion passed unanimously by roll call vote as follows: Bradford-yay, Longwell-yay, Bellaci-yay, Brocato-yay, and Chovanec-yay

Finance Committee: Dr. Longwell made a motion to pay the October LSBEP invoice. The motion passed unanimously by roll call vote as follows: Bradford-yay, Longwell-yay, Bellaci-yay, Brocato-yay, and Chovanec-yay.

Ms. Boe presented the Board with the Engagement Agreement for the Year End Compilation and Certified Financial Statement. It was not yet completed but Mr. Mercer expected to have something at the end of next week.

LASERS informed the Board an EFT form would need to be completed. Ms. Bradford executed the necessary documents

The Board discussed and decided it would change signers on checks and names on credit cards in January.

Jurisprudence Examination Committee: The draft of the policies and procedures for the Jurisprudence Exam was given to all board members to review/provide input and tabled until the next meeting.

Legislative Oversight Committee: Ms. Brocato spoke to Asst. Attorney General Bill Bryan about several items the Board would like opinions on and he will be invited to the December meeting. Ms. Brocato will compose a list of the items needing opinions to send to Mr. Bryan.

The MOU between LaBAA and LBAB was signed by Ms. Bradford and will be forwarded to Dr. Gautreaux for his signature. Dr. Longwell made a motion for Ms. Bellaci to draft a Call for Nominations with LaBAA. The motion passed unanimously by roll call vote as follows: Bradford-yay, Longwell-yay, Bellaci-yay, Brocato-yay, and Chovanec-yay

Ms. Boe was tasked with researching a legislative consultant for the Board. Said consultant would need to be familiar with Regulatory Boards, familiar with Government Affairs and have no conflict of interest.

The feedback received to the Supervisory Guidelines was reviewed and discussed at length. An amended Supervisory Guidelines will be drafted for the next meeting.

Policies and Procedures: A revised Line Technician Registration form was reviewed. Ms. Bellaci made a motion to approve the form and review the final draft at the December board meeting to begin using on January 1, 2016. The motion passed unanimously by roll call vote as follows: Bradford-yay, Longwell-yay, Bellaci-yay, Brocato-yay, and Chovanec-yay.

The draft of the Audit Process for Supervision Guidelines and CEU's Reporting was given to all board members to review/provide input and tabled until the next meeting.

A question concerning exemption was submitted by a LBA regarding supervision of a graduate intern specializing in behavior analysis, supervised by a professor at LSU and said LBA. The board discussed and said intern is exempt from registering as a Line Technician if Act 481, Page 2, Section (6) stipulations are met.

Final Draft of Policies and Procedures for Change of Supervisor and Renewals was reviewed and will be added to LBAB Reference Binder.

Continuing Education Committee: No new report.

Long Range Planning Committee: No new report.

Future New Business: Development of a Policies and Procedures Handbook for Employees will be discussed.

The board scheduled the next two meetings for January 12, 2016 and February 16, 2016

Ms. Bradford moved to adjourn the meeting at 2:49 p.m. The motion passed unanimously.